



CITY OF HOUSTON

Job Posting

1	SW
2	<div><div><div>Applications accepted from</div><div>Job Classification</div><div>Posting Number</div><div>Department</div><div>Division</div><div>Reporting Location</div><div>Workdays & Hours</div></div><div><div>ALL PERSONS INTERESTED</div><div>DIVISION MANAGER (RISK MANAGER)</div><div>PN# 110422</div><div>Convention & Entertainment Facilities</div><div>Special Projects/Long-Range Planning</div><div>1001 George R. Brown Convention Center*</div><div>M - F, 8 a.m. - 5 p.m.*</div><div>*Subject to change</div></div></div>
9	<div><div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Oversee a thorough audit of department facilities to determine risk and vulnerability exposures; risk to public, to employees, and buildings and infrastructure. Review and act upon existing Risk Assessment reports as applicable. Design and implement policies and procedures related to risk management - health, safety, security and all related departmental training. Establish controls and measures to mitigate and eliminate departmental risk. Assist with planning, prioritizing and implementing department's health, safety and security related capital improvements and long range planning.</div></div></div>
10	<div><div><div>WORKING CONDITIONS</div><div>There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.</div></div></div>
11	<div><div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a Bachelors degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.</div></div></div>
12	<div><div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.</div></div></div>
13	<div><div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).</div></div></div>
14	<div><div><div>PREFERENCES</div><div>None</div></div></div>
15	<div><div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div></div></div>
16	<div><div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div></div>
17	<div><div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:<div><div>Salary Range - Pay Grade 29</div><div>\$1,885- \$3,629 Biweekly \$49,010 – 94,354 Annually</div></div></div></div></div>
18	<div><div><div>OPENING DATE</div><div>May 17, 2006</div></div></div>
19	<div><div><div>CLOSING DATE</div><div>Open Until Filled</div></div></div>
20	<div><div><div>APPLICATION PROCEDURES</div><div>Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. For application status inquiries, please call (713) 853-8211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>TDD (Telecommunication Device for the Deaf) number 713-837-9471</div><div>An equal opportunity employer</div></div></div>